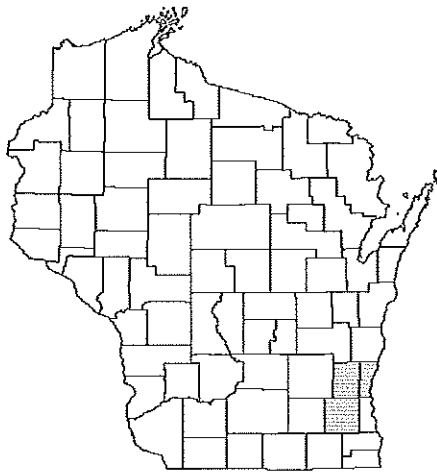


Wisconsin Workforce Development Area #3
Waukesha-Ozaukee-Washington

June 1, 2009

Revised July 28, 2009



Submitted By:

Francisco Sanchez, President
WOW Workforce Development, Inc.
892 Main Street, Suite A
Pewaukee, WI 53072
(262) 695-7888
fsanchez@wctc.edu

TABLE of CONTENTS

	Page
Introduction	3
I. Overview.....	3
11. Adult and Dislocated Worker Programs.....	6
111. Summer Youth Employment Program.....	13
IV. Year Round Youth Employment Program	20
V. Accountability.....	21
VI. Assurances and Signatures.....	23

ATTACHMENTS

- A. Debarment and Suspension Certificate
- B. Lobbying Certificate
- C. Youth Service Providers
- D. Quarterly Enrollment and Budget Summary - Adult and Dislocated Workers
- E. Quarterly Enrollment and Budget Summary - Youth Program
- F. Budget Summary – Adult and Dislocated Workers
- G Budget Summary – Youth
- H. Staffing Plan – Adult, Dislocated Workers and Youth

Introduction

The Waukesha-Ozaukee-Washington Workforce Development Board (WOW WDB) submits this 2009 Local Plan Supplement to provide the plan for the utilization of funds received under the American Recovery and Reinvestment Act (ARRA) to meet the growing demand for workforce development services.

The plan format follows the outline and questions posed in the guidelines of May 19, 2009. Those questions are **bold type** followed by the answers.

I. Overview

A. Recovery Act Implementation

- 1. Describe the WDB's vision to use Recovery Act funds to drive change throughout the local workforce system to meet 21st century workforce and economic challenges.**

The WOW WDB intends to utilize ARRA funds for training additional youth, adults and dislocated workers for in-demand occupational skills and job-readiness skills to improve their opportunities for employment in jobs that will provide family-supporting wages. The activities and services will all occur before June 30, 2010 and will be coordinated with the service providers and funds from the formula-allocated WIA funds for 2009-2010.

- 2. Describe the WDB's involvement in designing and implementing the Recovery Act program.**

Since December 2008 when information about ARRA was emerging, WDI president, Francisco Sanchez lead discussions at two Board meetings and several committee meetings about the intent of the use of the Recovery funds and what types of in-demand training programs were likely possibilities. Board members' input during these discussions was used in the creation of the plan for training options.

Board members reviewed and approved the plan and budget for the use of the ARRA funds at the meetings of the Youth Council, Joint Executive Committee and the Workforce Development Board on April 22, 2009.

- 3. Describe the Youth Council's involvement in designing, selecting service providers, and implementing the Recovery Act Youth program.**

Since December 2008 when information about ARRA was emerging, WDI president, Francisco Sanchez lead discussions at several Youth Council meetings about the intent of the use of the Recovery funds and what types of in-demand training programs were likely possibilities. Youth Council members' offered suggestions for the summer work experience program and these suggestions were used in formulating a plan.

Because the fiscal and administrative agent for the WOW WDB, WOW Workforce Development, Inc, chose to operate the Recovery Act Youth Program, no new service providers were selected. The Youth Council met on April 22, 2009 to review the proposed plan and budget for the ARRA Youth Program. The Council made a recommendation to the WOW WDB to accept and implement the plan as presented.

- 4. Describe current or planned communication and coordination activities with other agencies doing Recovery Act activity.**

Cooperation and coordination with other Workforce Development Boards surrounding implementation of Summer Youth programs is evidenced by an informational session held in early March sponsored by the Wisconsin Association of Job Training Executives (WAJTE) and the Wisconsin Department of Workforce Development, Employment and Training Division. The session provided guidance and expertise for attendees who had no experience in administering a Summer Youth program serving large numbers of youth in a compressed time period.

Initial conversations have occurred among the staff at all three technical colleges serving the WOW area. Waukesha County Technical College (WCTC), Moraine Park Technical College (MPTC) and Milwaukee Area Technical College (MATC) regarding short-term training program offerings that may be created to address employers' current needs for skilled workers. These early discussions have focused on occupations in the healthcare and manufacturing industries.

5. Describe plans and policies to ensure emphasis on serving low-income, displaced, and under-skilled adults and disconnected older youth.

Local policy for serving adults has always included a needs-based eligibility criteria to determine those applicants who might be enrolled in WIA. Only adults whose family income is under 200% of the poverty level are eligible for WIA participation. Adults served with ARRA funds will meet this same criteria.

The one-stop center partners include agencies that administer Wisconsin's TANF program, Wisconsin Works (W-2). Many of the adults in the W-2 program are likely candidates for participation in WIA. Center staff communications such as Operations Team meeting minutes, e-mails to all center staff, and written materials about ARRA programs ensure that those low-income adults are most likely to be referred and served.

Disconnected older youth present the greatest challenge in effective marketing about available assistance. Regional efforts to publicize the Summer Youth Program have shown early signs of effectiveness. Contact with human services agencies in the three counties, the State probation and parole field offices, the Division of Vocational Rehabilitation (DVR) all have directed information to those who are most likely to have contact with the older youth who may be in foster care, on probation or parole or a person with a disability.

Again, the one-stop center partners who are most likely to be serving disconnected older youth through the W-2 program, Food Stamp Program, Badger Care and other Medicaid programs are an excellent source for referring youth to the WIA programs.

6. Describe goals that reflect the need to expand services and increase the numbers of individuals trained and served.

Service goals have been established for the ARRA funds. The numbers of additional participants are

- Adult Program – 100
- Dislocated Worker Program – 200
- Youth Program – 250

All 250 youth will be learning job-readiness skills through work experience. The adults and dislocated workers will be in a variety of training options; occupational skill training, on-the-job (OJT) training, customized training, registered apprenticeships, and adult

education and literacy. Seventy-one percent of the ARRA funds received have been allocated for training services.

B. One-Stop Readiness

- 1. Describe plans to ensure the Job Centers have the staff and systems, including bilingual staff, to serve the increased numbers of customers to meet Recovery Act expectations and local economic demand.**

The Workforce Development Centers in the WOW area are continually monitoring and altering the service mix and quantity of various workshops to accommodate the increased numbers of visitors. The Operations Teams at each of the centers along with the Center Coordinators ensure that all partners know what is being offered, that duplication of services is avoided, that new requirements are met, and that emerging challenges due to unprecedented numbers of customers are addressed and resolutions communicated quickly.

Bilingual staff (Spanish/English) are employed by various partners at the Workforce Development Center in Pewaukee because Spanish is the second most common language spoken in Waukesha County. All partners at the Workforce Development Centers know how to quickly access translation services for customers. Not only does each employee receive training during new employee orientation to the center, but the staff side of the center's website contains the process for easy access by staff.

Since last summer when the increased numbers of visitors forced a reexamination of delivery of various services, the center partners have done all of the following to address the needs of the visitors to the centers

- Began group orientations to center services weekly in West Bend and Mequon, bi-weekly in Pewaukee. Sessions are in addition to one-on-one first time customer processing
- Conducted newspaper and mass mailing advertizing campaign about center services
- Added temporary staff to support WIA intake and rapid response activities
- Added extra computers and staff support in the Resource room in West Bend
- Expanded the capacity for self-paced computer courses and general education classes in Mequon and West Bend and expanded computer basics program in Pewaukee
- Added four Job Service staff – 2 in Pewaukee, 1 in West Bend and 1 in Mequon
- Increased outreach activity at community sites such as libraries and other non-profits
- Added re-employment workshops in Pewaukee and expanded current workshop offerings at all centers
- Expanded customer networking groups at all centers
- Added staff support at the reception desks in West Bend and Pewaukee
- Added WIA intake group sessions twice daily in Pewaukee
- Added volunteers for Career Center resume workshops and mock interviews
- Provided a Pathways to Success seminar for over 60 WDC customers who have offender backgrounds, limited work histories, few occupational skills
- Provided a Reboot Your Career event at Waukesha County Technical College for 240 unemployed workers with an employer panel offering advice on seeking new career opportunities

- Combined two annual unique job fairs into one event because of small numbers of participating employers.

Activities will be added, removed, changed to ensure appropriate, timely and successful outcomes for job seekers and employers.

2. In the context of a low-growth economy, describe planned changes to training strategies that address longer-term unemployment.

Participant assessments of occupational skills and interests, academic proficiencies and realistic assessments of participant finances are even more important in strategies for training. More unemployed workers are looking for occupational skills training that allows the mastery of skills in a short period of time with an industry-recognized credential. Those skills also need to be for jobs that have a current demand.

In addition to the established list of credentialed training programs that the WOW Board will fund, a recommendation will be presented to the WOW Board at their June 2009 meeting that would add some certificate training programs to the approved list. These programs are generally shorter in duration, taught at the technical colleges and responsive to current needs. At the Board meeting on June 4, 2009, the Board authorized the program manager for WDI to create and expand a list of certificate programs that could be completed within a year. The list will grow and currently includes CNC Operator, Industrial Maintenance, Medical Billing Specialist – MPTC; Human Resources Management, Paralegal Certificate – MATC; Office Assistant Medical – Levels 1 and 2, Accounting in Healthcare, Advanced Computer Aided Design (CAD) – WCTC. (Revised 7/23/09)

3. Describe how case managers will assist diverse customers, including TANF, low-income individuals, and other targeted population such as veterans and persons with disabilities, along with dislocated workers, in matching skills competency training with job growth projections in the region.

As part of the ongoing WIA policy and procedures development at the local level, all service providers have current occupational projections, wages and occupational training requirements for hundreds of jobs in the area. Case managers arrange for skill and interest assessments and analyze the participants' academic and financial statuses. All of these same activities will occur with the individuals served with ARRA funds.

Additional information about referral processes, coordination with center partners and serving specific target populations can be found in the WOW Local Plan 2009, Section VI-A. 6, a.b.d and 7. (Revised 7/23/09).

II. Adult and Dislocated Worker Programs

It is the intent of the Recovery Act that WIA Adult and Dislocated Worker funds be used to provide the necessary services to substantially increased numbers of individuals to support their entry or reentry into the job market. WDBs should consider how assessment and data-driven career counseling can be integrated into their service strategies to support individuals in successful training and job search activities that align with areas of anticipated economic and job growth. Additionally, overall enrollments in training are expected to increase significantly. Recovery Act funds can be used on all activities specified under the WIA Adult and Dislocated Worker programs.

A. Outreach and Recruitment

1. Describe strategies to identify and recruit participants to be served.

Because of the present economy and existing alignment of partners at the Workforce Development Centers, large numbers of first time visitors have been arriving at the

centers. Almost all are appropriate applicants for either the Adult or Dislocated Worker programs.

A marketing campaign for the Workforce Development Centers' services in both newspapers and mass mailings along with news segments on local TV stations over the late winter and spring months has been extremely successful in reaching the intended target groups. Center website information is also a prime recruitment strategy.

Center partners serve Veterans, recipients of W-2, Food Share, Badgercare, WIA participants, individuals with disabilities and students at the technical colleges. Recruitment occurs through internal center communications to all staff.

2. **The Job Service Reemployment Services (RES) are going to increase dramatically throughout the State. Under this statewide initiative, claimants will be triaged and offered services via one of four paths. One of those paths will be referrals, including those to WIA Title 1. Describe how Title 1 providers will communicate information about upcoming training opportunities (especially short-term training opportunities like boot camps and OJTs) to RES staff so they can make referrals as appropriate.**

In the WOW area, thirteen re-employment workshops will be conducted on a weekly basis. Five workshops will be conducted at the Center in Pewaukee weekly, with a maximum of twenty customers invited per session. Five workshops will be conducted at the Center in West Bend, with a maximum of twenty customers invited. Three workshops will be conducted at the Center in Mequon, with a maximum of twenty customers invited.

Each RES workshop will last approximately 3 hours and will include a group presentation and 1:1 time with each claimant. The group presentation includes information in some level of detail about the WIA programs including short-term training opportunities. The RES staff are center employees and do receive all center staff communications about partner agency programs, projects and referral processes.

Following the session, each claimant will be referred to one of the following:

- *Referral Path:* Job Center partners, including WIA Title I, DVR, Vets, etc
- *Work Ready / Labor Exchange Path:* Resource room, workshop, etc
- *Counseling Path:* Claimant scheduled for career exploration counseling session
- *Assessment Path:* WorkKeys hard skills assessment

B. Target Groups

Priority use of the Adult funds shall be for services to recipients of public assistance and other low-income individuals as described in WIA section 134(d)(4)(E). Local workforce development strategies should include robust approaches to helping these workers access training and employment services that advance them along career pathways in high-growth industries.

1. **Describe the strategies to outreach, recruit and serve the following populations:**

- a. **Public assistance recipients**
- b. **Low-income individuals**
- c. **Persons with disabilities**
- d. **Individuals deficient in basic skills**

The very successful strategies to outreach, recruit and serve public assistance recipients, low-income individuals and persons with disabilities was described above and included an extremely successful marketing campaign for the Workforce Development Centers' services in both newspapers and mass mailings along with news segments on local TV stations over the late winter and spring months. Center website information is also a prime recruitment strategy.

Center partners serve Veterans, recipients of W-2, Food Share, Badgercare, WIA participants, individuals with disabilities and students at the technical colleges. An ongoing outreach strategy is the recruitment of participants through internal center communications to all staff.

Adults deficient in basic skills are very likely part of another target group such as low-income, public assistance, dislocated worker. As they are screened and assessed for services, basic skills deficiencies will be identified and appropriate services identified.

2. Describe the coordination efforts with organizations related to the above populations, and their coordinative roles.

Center partners include those agencies who serve public assistance and other low-income recipients and persons with disabilities. The Operations Teams of the centers include management staff from the agencies. The coordination of center partners occurs at those meetings. Each of those partners has other organizations and community members who may benefit from the information shared by the Operations Teams and will serve as additional referral and recruitment agents.

C. Services

1. Describe the planned use of funds for the Adult and Dislocated Worker programs, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded programs. The response should also address the following:

- a. **Plans to implement expanded supportive services, including the identification of supportive services to be provided and increased local expenditure limits. Identify the broader range of supportive services, such as benefits counseling by credentialed practitioners, and other supports for improved service to all WIA/ARRA target populations. If the WDB has updated their current support service policy since submittal with the WIA Local Plan, submit the updated policy as an attachment.**

Supportive service payments will be available for transportation and child care related to training. Over \$10,000 of ARRA funds has been allocated for additional transportation or child care needs. There is no expansion to the types of supportive payments.

- b. **Plans to develop and implement a needs-related payment policy, including how the amount will be determined (for example, through**

a financial planning process) and the system for tracking and issuing payments. If the WDB has updated or developed a needs-related payment policy since submittal with the WIA Local Plan, submit the policy as an attachment. (Guidance on the provision of needs-related payments to adults and dislocated workers can be found in 20 CFR 663.815 – 663.840).

There will not be needs-related payments in the WOW area.

3. Describe the services and resources available to assist job seekers to obtain and retain employment. These services may include, among others, business services to facilitate connections between job seekers and employers, job fairs, and job seeking skills activities (resumes, interviewing, conducting online job searches, etc.), and should be made available for participants that complete training as well as those who already have the occupational skills to compete in the current labor market. Include in your description any augmented business services such as coordination with vocational rehabilitation to ensure only one-point contact with employers, and role(s) of the WIA Navigators to support Business Services Teams' efforts with participant support and in employer education.

All of the core and intensive and employer services as described in the Local Plan submitted on 4/30 are available and have existed in the Workforce Development Centers for years but the numbers or frequencies of these services have increased because of the additional customers served with ARRA funds. These services are available for those already possessing occupational skill sets and those ending occupational skills training and looking for work. Those services most impacted and increased

- Workshops – interviewing, resume creation, resume critiquing, reemployment
- Job fairs have been combined and the cost reduced for employer participation
- Business services representatives coordinating OJTs and Internships for WIA participants
- Assessments of academic, occupational skills and interests
- Basic computer skills classes have been expanded so that job seekers can learn to submit resumes online and conduct job searches more effectively
- Business services representatives have been providing more information to companies that are downsizing or closing about services for the workers about to be laid off. When the economy recovers, those employers are more likely to find new hires through the center.

- **Training**

It is the intent of the law that substantially increased numbers of adults and dislocated workers will be served with this infusion of formula funds, and that training will be a significant area of focus. Training services include occupational skills training, on-the-job training, programs that combine workplace training and related instruction, including registered apprenticeship, training programs operated by the private sector, skill upgrade and retraining, entrepreneurship training, job readiness training, adult education and literacy training, and customized training.

1. Describe the WDB's plans to implement expanded training services for adults and dislocated workers to address the following:

a. Promotion of assessment and training in advanced manufacturing, energy, weatherization and health care industries

Seventy-one percent of the ARRA funds are allocated training services for ITAs, OJTs, job readiness training and customized training. Advanced manufacturing, energy, weatherization and health care are all industry sectors targeted for job seekers in the WOW area. Health care and advanced manufacturing hold the most opportunities for job seekers in the current economy. Case managers provide and review information with participants regarding occupational projections, wages, and required training.

b. Service to targeted populations

At the June 4th meeting of the WOW Workforce Development Board, recommendations regarding types of approved training will be discussed. The Board will be asked to expand training programs approved in the area to include occupational certificate programs, many of which are taught at the three technical colleges in the WOW area. It is expected that the Board will expand the list to include these shorter trainings that are in demand by both job seekers and employers.

c. Employer-based training options (On-the-Job Training and Customized Training)

The WOW Board has always approved employer-based training options even when DOL determined that those training types did not meet the more rigorous definition of training that resulted in an industry-recognized training. Over the past eighteen months, the numbers of OJTs and customized training contracts has significantly increased and ARRA funds will be used for these currently popular training opportunities.

d. Use of short-term training along career pathways

Short-term training that results in a credential that is recognized by the industry has and will continue to be part of the training options available to WIA participants.

e. Class-size projects

Development of such projects is likely to begin in the next few months with discussions among the three technical colleges serving the WOW area as well as the other WDBs in southeast Wisconsin.

f. Credentials or work-ready certification

Training programs that result in credentials have been and will continue to be on the Board's list of approved training. Work-ready certificate programs for adults and dislocated workers are likely to be added after the Board meeting of June 4th.

g. Local policies, including plans to increase locally imposed limitations on training costs or ITAs

In November of 2008, the WOW Board increased the annual caps for long-term and short-term training programs, and added lifetime cap per individual per training program.

h. Provision of multi-program, integrated employment goals and other strategies for specific targeted population groups.

Initial planning and discussions have begun regarding those ARRA participants who can be co-enrolled in various WIA programs, TAA, Veterans' employment services, DVR

services and funding to ensure that all participants receive the training they want and all programs optimize available funds.

2. Describe the WDB's plans to target Recovery Act funds for:

a. Adult Basic Education and basic skills training

Local policy already includes ABE and basic skills training as part of allowable prevocational services and can be funded with WIA and ARRA funds.

b. Filling skill gaps or remediation

Local policy already allows for training to fill a skill gap as part of allowable services and can be funded with WIA and ARRA funds.

c. Bridge programs as defined in the Wisconsin RISE Initiative

Bridge programs are allowable within the local definition of approved training.

d. Course work related to preparation toward a career goal

Individual courses outside of an approved training program curriculum will not be approved. Courses within the curriculum of a training program to which the participant has been accepted will be approved.

e. Co-enrolled participants in training and/or supportive services (e.g. WIA/Veteran, WIA/DVR)

Co-enrolled participants will have training and related needs met from one, two or several sources after discussion among the participants and relevant case managers from the various programs.

3. To maximize the reach of formula funds, eligible customers should be assisted in taking advantage of the significant increase in Pell Grant funds also included in the Recovery Act. Describe policies and procedures to ensure that all eligible customers apply for Pell Grants, and other financial assistance.

Local policies and procedures have been in place for years that prevent the payment of any training cost authorized through an ITA until the participant provides the written verification of his/her status with student financial aids including Pell Grants. If grants and scholarships will be awarded, WIA pays any balance up to the local ITA cap. If student financial aid is denied or not available for the training program type, WIA pays for training expenses up to the local ITA cap.

4. Describe plans to expand local training capacity, including the selection of alternative training providers (such as proprietary schools, community-based organizations and registered apprenticeship).

Training providers other than the technical colleges have always been included as potential trainers as long as they were on the State's list of approved trainers. Registered apprenticeships are an allowable training option.

5. To increase the availability of training to workforce system customers, the Recovery Act allows local WDBs to award contracts to institutions of higher education, such as community colleges, or other eligible training providers, if the board determines it would facilitate the training of multiple individuals in high-demand occupations and if the contracts do not limit customer choice. Describe plans to award such contracts.

Discussions are in the earliest phase for exactly that option. While presenting some challenges of enough trainees at any one time, logistics of presenting the training, capacity issues at most technical colleges, the likelihood of such training occurring is extremely high and a welcomed flexibility in the spending of training funds.

6. A minimum of 70% of both the WDB's Recovery Act adult and dislocated workers allocation must be spent on training. Describe how the WDB plans to meet this goal.

Seventy-one percent of all ARRA funds have been allocated for training services as approved by the WOW Board on April 22, 2009. Careful attention and accounting of committed funds for ITAs and OJTs, student financial aids awarded, withdrawals from training programs on an ongoing basis assures that the funds will be spent for training.

E. Coordination

- 1. Dislocated workers eligible for the Trade Adjustment Assistance (TAA) program are expected to be co-enrolled in the WIA Title 1 Dislocated Worker Program. This is to ensure that the resources available through each program are maximized and a comprehensive package of services is made available to each dislocated worker. Describe how Recovery Act funds will be used to expand co-enrollment of TAA eligible participants in the WIA program and the Recovery Act funded "wrap-around" services that will be made available to eligible dislocated workers. Include a description of customer flow and the role of each program in providing assessment, employability plan development, case management, placement, training and follow-up services. Also describe other co-enrollments to serve targeted populations, such as W-2 and vocational rehabilitation participants.**

Under the new law, Job Service will receive funding for 'Case Management' for the TAA program. Job Service TAA funded staff will be providing case management services to eligible customers. The Job Service TAA Coordinator works closely with the WIA Dislocated Worker Case Managers to ensure co-enrollment in the program.

During the TRA Orientation session, WIA questionnaires regarding training/services are completed by participants. Very often participants have previously attended a WIA Rapid Response Worker Orientation session and are already enrolled in short term training. In those instances, WIA has provided assessment and employability plan development. Those individuals who are interested in long term training are then transitioned to TRA for long term training payment. TRA funds the remainder of the training to completion. WIA then assists with job placement; possible OJT contracts, resume writing, etc.

In the instances of individuals not wanting to be co-enrolled, TAA assumes responsibility for providing all of the above services.

In addition, DJ Blum, Program Coordinator for WDI serves on the State TAA/WIA workgroup in developing policies, procedures and training to ensure 100% seamless co-enrollment in these programs.

2. **The Department of Labor expects that Unemployment Insurance claimants are provided with a full array of services through Reemployment Services (RES), Wagner-Peyser Act, and WIA grant funding via a comprehensive and integrated service delivery model. Describe how this statewide initiative will be integrated into the local service delivery structure.**

The Job Service ARRA initiative specifically focuses on integrating assessments and more in-depth career counseling into re-employment services (RES) for UI claimants. The initiative is integrated with all Job Service and workforce system functions. Job Service will primarily focus its efforts on re-employment services for unemployment insurance claimants. BJS currently provides approximately 10 RES sessions, serving 200 claimants, per week. There are, however, approximately 5,000 claimants per week who would be eligible for RES. Under this initiative, Job Service plans to provide 100-150 RES sessions per week, serving approximately 2,000-2,500 claimants.

In the WOW area, four project positions have been allocated to this initiative. At the time of this writing the interview process has completed and the hiring recommendations have been forwarded for approval. Once approved, employment offers will be extended with a start date of June 15, 2009.

In the WOW area, thirteen re-employment workshops will be conducted on a weekly basis. Five workshops will be conducted at the Center in Pewaukee weekly, with a maximum of twenty customers invited per session. Five workshops will be conducted at the Center in West Bend, with a maximum of twenty customers invited. Three workshops will be conducted at the Center in Mequon, with a maximum of twenty customers invited.

Each RES workshop will last approximately 3 hours and will include a group presentation and 1:1 time with each claimant.

Following the session, each claimant will be referred to one of the following:

- *Referral Path:* Job Center partners, including WIA Title I, DVR, Vets, etc
- *Work Ready / Labor Exchange Path:* Resource room, workshop, etc
- *Counseling Path:* Claimant scheduled for career exploration counseling session
- *Assessment Path:* WorkKeys hard skills assessment (including WIN pre-assessment work in resource rooms). Job Service will provide WorkKeys proctored assessment exams statewide. The goal is to provide WorkKeys Career Readiness Certificates (CRCs) to as many claimants as possible. The current plan is to provide approximately 20,000 CRCs per year. While WorkKeys offers 12 assessments, Job Service will focus on the three that comprise the CRC:
 - Reading for Information
 - Applied Math
 - Locating Information.

III. Summer Youth Employment Program

While the Act does not limit the use of the Recovery Act funds to summer employment, the Congress is clearly interested in these funds being used to create summer employment opportunities for youth. The Department of Labor (DOL) strongly encourages states and local areas to use as much of these funds as possible to provide as many youth as possible with summer

employment opportunities and work experiences throughout the year, while ensuring that these summer employment opportunities and work experiences are high quality. DOL is also particularly interested in and encourages the development of work experiences and other activities that expose youth to opportunities in "green" educational and career pathways.

A. Outreach and Recruitment

1. Describe strategies to identify and recruit participants to be served.

Beginning in February, the Marketing Manager for the Workforce Development Centers and the Program Coordinator for the Summer Employment Program created the plan to recruit participants for a summer youth program that targeted both in-school and out-of-school youth. The following table is the Outreach Plan for recruiting youth.

Tasks	Responsible Staff	Dates, outcomes,etc
Develop flyers, letters for youth, employer, CBO	Marketing Manager	3.13.09. Complete and send to staff
Website outreach- link added to www.wfdc.org & www.wowyouth.org	Marketing Manager	3.13.09 Added to both sites.
MPTC Newsletter, e-mail, include the Dean of ABE Post flyer	Marketing Manager and Summer Youth Program Coordinator	3.16.09. MPTC sent out in student newsletter. E-mail to staff at MPTC w/flyer and asked for contacts for MPTC
WCTC Newsletter, e-mail, Post flyer	Marketing Manager and WCTC information staff and Dean of ABE for WCTC	WCTC sent to the Wauk. Campus for the at-risk youth jrs. & srs. And to ABE and high school completion advisors and students
MATC Newsletter, e-mail, post flyer	Marketing Manager	3.6.09. MATC VP from MATC North Campus shared with staff and students.
UW- Waukesha County Newsletter, e-mail, post flyer	Marketing Manager and UW – Waukesha County staff	3.25.09 meet with UW-Wauk. County. Flyers 500 to School advisors and counselors.
UW-Washington County Newsletter, e-mail, post flyer	Marketing Manager and UW – Washington County staff	Meeting on 3.27.09 at UW-Wash. County Meet with advisors and drop 500 youth flyers.
Get Alternative School List for Wash./Oz.	Youth Program Coordinator and Program Assistant- Service Provider	3.25.09 letter to schools

WOW ARRA Plan

County to Program Asst.	turned in alt. List to Program Asst. on 3.25.09.	
Get Alternative School List for Wauk. County to Program Asst.	Youth Program Coordinator and Program Assistant- Service Provider turned in alt. List to Program Asst. on 3.25.09.	Done- 3.09
Contact Wash. /Oz. Schools & drop off flyers. Get information for mailing out flyers to parents	Youth Program Coordinator and Case Manager from Ozaukee County	Done 2.09 & 3.09
Connect with all Waukesha County High Schools/Alternative Schools and get details of mailing out flyers to parents	Employment Specialists from Waukesha County and Youth Program Coordinator CESA 1 Director, CESA 1 Program Specialist. Outreach to all Wauk. County School Districts thru e-mail blast and meeting with principals. Meeting w/ counselors mid to late May at Pewaukee WDC.	3.14.09 Met with WIRED Program Manager and Vollrath & Assoc. to develop marketing plan. Follow up in 2 weeks.
Flyers posted at WOW stores, restaurants, gas stations, fast food, retail, grocery, etc.	All youth staff: Marketing Manager, Youth Program Coordinator	3.24.09 met with CESA 1. 500 flyers and eligibility guidelines discussed. Director and Program Specialist to connect with School Districts through an e-mail blast from Director 4.1.09 Presentation to Counselors at CESA 1 meeting- Marketing Manager
Newsletter Article	Marketing Manager	Article for Spring-Summer Butler newsletter and community news 5.11.09

2. Veterans age 21 to 24 have a particularly high incidence of unemployment immediately upon discharge. Describe plans to outreach, recruit and provide services to these individuals.

Besides the strategies for reaching all 21 to 24 year old out-of-school youth listed above, the local Veterans' Representative staff at the Workforce Development Centers have been informed about the program and the referral process. E-mail communications will be sent to the staff periodically reminding them of the opportunities for young Veterans.

B. Target Groups

1. Describe new or additional strategies (since submittal of the WIA Local Plan) to target and serve youth most in need of services such as:

- a. Out-of-school youth and those most at risk of dropping out
- b. Youth in and aging out of foster care
- c. Youth offenders and those at risk of court involvement
- d. Homeless and runaway youth
- e. Children of incarcerated parents
- f. Migrant youth
- g. Indian and Native American youth
- h. Youth with disabilities

Since the WIA Local Plan was submitted, an additional strategy was completed for some youth with disabilities. An agreement was reached with the Regional Director for the Division of Vocational Rehabilitation (DVR) to pay wages and some work-related expenses for 25 youth consumers of DVR services who are referred to the summer program by DVR counselors. This strategy will increase the chances for employment for these youth and increase the total number of youth who can be matched to employment positions.

2. The Recovery Act funding provides an opportunity to engage youth beyond those currently being served in the WIA youth program. Describe plans to coordinate and collaborate with the following:

a. Department of Corrections (Adult and Juvenile Corrections)

The three county departments of social services or human services all have received information about the Summer Youth Program. They supervise youth in the juvenile corrections system. The local field offices for Wisconsin Corrections have received information about the program. In Waukesha County, center partners are administering a program for offenders, Facilitate Employment Program for Offenders (FEPO) that serves Huber prisoners and ex-offenders. The staff for the FEPO program will refer youth to the Summer Program.

b. Department of Children and Families (Foster Care and Wisconsin Works)

There are no plans to coordinate with this department, however the local county departments of social service or human service who provide foster care services have been contacted and given information. Arbor Employment and Training, a private agency administers W-2 for the three counties in the WOW area. Arbor staff are partners in the centers and have received information about the program.

c. DWD Veterans' staff

Local Veterans Employment Representatives in the centers have received information. See Section III, A, 2 above.

d. Youth Apprenticeship

Information was provided to the youth apprenticeship liaisons in each of the local high schools.

e. Division of Vocational Rehabilitation

Please see Section III, B, 1, h for the explanation of coordination with DVR.

Adult Apprenticeship

Bureau of Apprenticeship staff for the WOW area are located in the Workforce Development Center and have received information about the program.

g. Department of Health Services

There are no plans to contact this department.

2. The Recovery Act increases the age eligibility to a maximum of 24 years old. Describe additional services and strategies for youth ages 21-24.

The strategies for recruiting youth 21-24 were primarily targeted to center partners and community-based organizations serving low-income populations with a variety of economic support, social services, correctional services, habilitation services and employment services. No additional services are planned for these youth beyond the services described below. As described below, these youth are in job readiness training and will earn a job readiness certificate at the end of their paid work experience. Case managers will refer those youth to the Adult Program for continuing services in employment and training after September 30th as appropriate (Revised 7/23/09).

B. Services

1. Describe the planned use of funds for the youth program, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded youth program.

Funds for the youth program will be used for a Summer Youth work experience program that will train at least 250 youth in work readiness skills. While the formula-funded Youth Program has a year-round work experience component, a total of 90 youth were served in the most recent program year.

More expansive to the Summer Youth program is the recruiting of private, for profit businesses as some of the available worksites. These businesses will reimburse WDI 30% of the wages paid to the youth by WDI. This contribution will allow the program to serve more youth.

Another strategy is the cooperative arrangement with DVR for paying the wages and some work-related expenses of consumers of DVR services. Again, the number of youth who can be served increases.

2. A minimum of seventy percent of the WDB's Recovery Act youth allocation must be spent by October 1, 2009. Describe how the WDB plans to meet this goal.

All of the ARRA youth funds are allocated for the staff costs, wages, and supportive services payments for the youth who will complete their jobs by the end of August, 2009. A minimum of seventy percent will be spent by the end of August, 2009.

3. The Recovery Act allows some flexibility in program design for the summer months. Describe the WDB's plans for:

a. Program elements offered during the summer

Design Framework: Assessment, ISS, case management, and paid work experience will be provided for all participants in the summer program.

b. Types of assessments utilized

Pre and post assessment of job-readiness skills developed locally using some elements of assessments used in the year-round paid work experience component of the Youth Program. The assessments will be used for all individuals and the same assessment will be used pre and post to determine if the youth met the goal of mastering job-readiness skills.

c. Development of the Individual Service Strategy

ISS development will be limited to the efforts to match the youth with work experience that fits with career interests of the youth.

d. Addressing academic needs

Academic needs will not be addressed for the youth participating in the summer program only. For those youth who are enrolled in the year-round Youth Program, academic needs are always assessed and addressed.

e. Providing follow-up services

A 12 month follow-up period will not be required for all youth served in the summer program only. Case managers may determine that some youth should have follow-up services as an exception.

4. Describe plans to connect summer youth participants to other services or training opportunities available in the area, or to the year-round youth program.

Service providers of the year-round youth program and the summer program have been working together in the recruitment and enrollment of youth for participation in the summer program. Four case managers provide year-round services and three are providing summer program services only. The small number of case managers means that communications are frequent and speedy in connecting and referring summer youth to training opportunities in the area.

5. Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate "green" knowledge. Describe plans to incorporate "green" work experiences in the youth program.

As staff approached all potential businesses and agencies regarding the probability of becoming a worksite and writing a job description for each unique position the subject of green work experiences or activities embedded in jobs was stressed. As of 5/29/09, 437 work positions are possible matches for youth and 207 of those positions are green work experiences.

6. Describe plans to measure and document Work Readiness outcomes for youth funded through WIA youth Recovery Act funds.

Pre assessments of work readiness will be completed for all youth prior to the first day of their jobs. The worksite supervisor will complete a bi-weekly written progress evaluation that is part of the payroll time sheet for each youth. At least once during the eight weeks that the youth is employed, a case manager will conduct a review at the worksite that

includes a written evaluation by the worksite supervisor and the youth participant. A post assessment will be completed by the case manager at the end of the work assignment to determine that the youth has successfully acquired job-readiness skills.

6. Describe and attach the WDB's policy for providing stipends to youth.

No stipends are planned for the youth.

D. Training

1. Identify the planned number of worksites, including the number of public sector, private sector, and non-profit.

The total planned number of worksite individual assignments is 250. The public and non-profit sector is 150; the private for profit is 100. The actual number of unique worksites could be less than 250 because of multiple assignments at one worksite.

2. Describe any special projects or group activities.

The opportunities for group activities or crews are evolving. Funds have been allocated for crew leaders, employees of those worksites who have seven or more youth at one time. Those worksites are exploring possible projects for youth groups. Project at Washington/Ozaukee Landtrust involves 8 youth working in the office answering phones, coordinating volunteers for nature preserve, redesigning and rebuilding a website, fixing and updating databases, organizing special events like the annual fish boil. Eleven youth work at the Preserve counting birds and other animals, cleaning trails, map development and reporting. Revised 7/28/09

3. Describe plans to expand work experience opportunities to registered apprenticeships offered by employers.

No plans exist currently for registered apprenticeships.

4. Describe the WDB's strategy for ensuring that work experience agreements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.

Each worksite receives a handbook listing all program policies including labor issues. If collective bargaining agreements exist, written agreement by the union representing the workers is required before a youth will be placed.

5. Describe the WDB's strategy for ensuring the work experience of the participants does not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements).

Written requirements of WIA in regard to non replacement of laid off employees are included in the handbook and in the contract signed by the employer attesting to that fact.

6. Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company. Describe the selection criteria to ensure that one employer is not favored at the expense of another employer.

Marketing efforts to employers included e-mail blasts to all employers in the Workforce Development Centers database; mailing to the Chambers of Commerce in the WOW area; and posting of flyers in restaurants and stores. Private for-profit employers must reimburse WDI for 30% of the wages paid to the youth. This expected contribution to the wages of the youth means that all worksites in the private sector are treated fairly

All potential worksites are told that there is no guarantee of a youth being placed at their site. The lack of public transportation in most of the WOW area means that more websites are recruited than youth so that the chances of youth finding a site within a reasonable distance from home is greater. This selection process also protects against favoritism to any one or group of employers.

7. Describe the WDB's plans to deliver an orientation, including safety training; wage and hours provisions; and child labor laws to youth participants and worksite supervisors.

Hard copies of handbooks for the worksite supervisors are delivered to each site by a case manager before the youth begins working. During this orientation to the program all aspects of the supervisor's role and company responsibilities is reviewed. This orientation includes safety, wage and hour provisions, child labor laws time sheet and evaluation form completion.

Hard copies of handbooks are given to each youth before the start of the youth's job. The youth is given an orientation that includes safety, child labor laws, wages, etc.

8. Has the WDB secured worker's compensation or other similar coverage for work-related injury or illness of trainees?

Yes, WDI has secured workers' compensation for all youth trainees.

E. Selection of Service Providers

1. Describe the procurement process utilized to select the summer youth service providers.

The WOW WDB, as the grant recipient has opted to have its fiscal agent administer the Summer Youth Employment program. Per Administrator's Memo from Secretary Gassman dated 4/16/09, no other procurement process is necessary.

2. Provide a list of service providers who will be providing youth services using WIA Recovery Act funds. The contact information provided in this chart will be posted on the DWD Recovery Act website (use Form C).

The list is provided as Attachment C.

IV. Year-Round Youth Program

1. Describe program components of the WDA's year-round youth services funded with Recovery Act funds.

All ARRA funds for youth will be allocated to the summer program only. No ARRA funds are being used for year-round youth services.

2. A minimum of twenty-five percent of the WDB's Recovery Act youth allocation must be spent on training with a focus on ABE, GED/HSED or work readiness certification. Describe how the WDB intends to meet this goal.

All of the ARRA youth allocation will be spent on work readiness certification and the costs related to youth attaining that goal. The funds will be used for wages, support payments, and staff to place, monitor and evaluate the work readiness skill attainment.

3. Describe continued services that will be provided to support older/out-of-school youth during non-summer months.

Case managers will be expected to refer out-of-school youth to any and all appropriate programs for continuity of services during non-summer months. This could be the year-round Youth Program, Adult Program, W-2 program (TANF), DVR, One-stop center core services and other community services.

V. Accountability

A. Expenditures and Enrollments

1. Describe how the WDB will ensure that Recovery Act funds will supplement and not supplant existing resources which are spent on workforce programs and services.

Required reporting of fiscal and program policies and procedures will be followed that will distinguish formula-allocated funds from ARRA funds. The WOW WDB approved a budget for ARRA funds that allocates the funds for services to additional participants and additional training services. New participant goals for ARRA have been given to the service providers that are in addition to participant goals for the formula-allocated funds.

2. Complete the following forms:

- a. Quarterly Enrollment and Budget Summary - Adult and Dislocated Worker Programs (Form D)
- b. Quarterly Enrollment and Budget Summary Youth Program (Form E)
- c. Budget Back-up - Adult and Dislocated Worker Programs (Form F)
- d. Budget Back-up – Youth Program (Form G)
- e. Staffing Plan Adult, Dislocated Worker and Youth Programs (Form H)

See Attachments D through H.

B. Monitoring

1. Describe plans for onsite monitoring of all summer worksites/projects, including wage and hour provisions, child labor laws, worksite supervision and safety.

Prior to any youth starting at a worksite, all sites will be visited and an orientation will be provided for the supervisor by the summer case manager. At least once during the 8-week work period of the youth, the case manager will conduct an onsite monitoring, reviewing the same handbook provisions as well as evaluating the youth's work progress with the supervisor and separately with the youth.

2. Submit the WDB's timetable for conducting summer youth program monitoring.

Administrative staff of WDI will conduct a program monitoring during the month of August. During the week of August 10th, a program coordinator will review a percentage of all files, both ASSET and paper files for accuracy and completeness. She will review policies, procedures and forms. She will talk with the program coordinator for Summer Youth and the Manager for the Business Services Reps. A report of the monitoring findings will be submitted to the Workforce Development Board.

3. Oversight and monitoring should determine whether or not there is compliance with programmatic, accountability, and transparency provisions of the Recovery Act and Training and Employment Guidance Letter 14-08, as well as the regular provisions of WIA. Describe the

process in place for monitoring and oversight of the additional funds provided under the Recovery Act. At a minimum, the response should address the following:

a. Monitoring expenditures and enrollments

All directives from DWD for tracking and reporting separate expenditures and enrollments will be followed including those for the ASSET system that have not yet been finalized.

b. Monitoring of service providers

Administrative staff will monitor the work of the case managers and prepare a report for the WOW WDB.

c. Monitoring worksites and special projects.

See Section V, B, 1 response.

VI. Assurances and Signatures

1. The WDB, including the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act, will comply with the Fiscal Controls established in Section 184 of WIA.
2. The WDB and chief elected official assure that they will comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration has been developed and implemented.
3. The WDB assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA section 188.
4. The WDB assures that veterans will be provided priority access to employment and training activities authorized in section 134 of WIA.
5. The WDB assures that all WIA participants will be exposed to a full range of career choices including orienting and exposing them to training and jobs with family-supporting wages.
6. The WDB assures that financial literacy training/information is made available for all participants.
7. The WDB assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
8. The WDB assures that it will comply with section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.
9. The WDB assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
10. The WDB assures that funds will be spent in accordance with WIA legislation, regulations, written DOL Guidance, Division of Employment and Training (DET) Guidance and all other applicable federal and state laws.
11. The WDB assures that no WIA funds will be spent on the development or operation of any data management systems that duplicate systems provided by the State of Wisconsin, especially ASSET, WorkNet, or Job Center of Wisconsin.
12. The WDB assures that it will comply with state program priorities and directives set out in the state plan and any subsequent modifications.
13. The WDB assures that 70% of the Recovery Act youth allocation will be spent by October 1, 2009.
14. The WDB assures that 25% of the Recovery Act youth allocation will be spent on ABE, GED, HSED or work readiness training for 18 to 24 year old youth.
15. The WDB assures that all individuals served with Recovery Act funds will be tracked in ASSET.
16. The WDB assures that all employment opportunities generated by Recovery Act activities will be made available through the Job Center of Wisconsin website.
17. The WDB assures that Recovery Act funds will not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
18. The WDB assures that all costs will be tracked and reported in accordance with the line codes established in the CORE reporting system for each contract.
19. The WDB assures that Recovery Act funds will be treated as a separate fund source to enable reporting of contract costs, subcontract costs and performance separate from other programs.

NOTE: Signatures are also required on the Certifications in the Forms C and D.

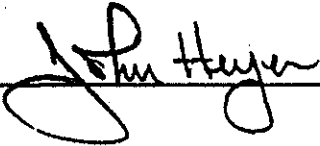
WOWARRA Plan

This plan has been developed for the Workforce Development Area #3 in accordance with the terms of the WIA.

Approved for the Workforce Development Board

Workforce Development Board Chair

Name (type or print): John Heyer

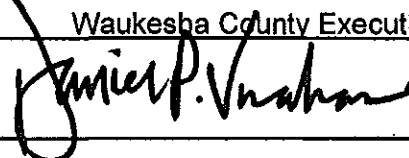
Signature:  Date: 6/1/09

Approved for the Counties of the Workforce Development Area

Chief Local Elected Official

Name (type or print): Daniel P. Vrakas

Title: Waukesha County Executive

Signature:  Date: 6-2-09

Milwaukee Journal Sentinel Order Confirmation

Ad Order Number

0003340617

Customer

W O W WORKFORCE DEVELOPMENT INC

Payor Customer

W O W WORKFORCE DEVEL

Tear Sheets

0

Sales Rep.

bbuchana

Customer Account

1003173

Payor Account

1003173

Blind Box**Order Taker**

bbuchana

Customer Address892 MAIN ST STE A,attn: WIRED
Pewaukee WI 53072 USA**Customer Phone**

(262)695-7800

Payment Method**PO Number****Customer Fax****Total Amount**

\$133.52

Invoice Text:

Placement: Public Notice - 101 - 180
Classification: 140-Special Notices
Sort Text: PUBLICNOTICEFORARRALOCALPLANADDE
Color: <NONE>
Products: Journal Sentinel::All
Ad Size : 1.0 X 31 cl

PUBLIC NOTICE
FOR ARRA
Local Plan Addendum
The Waukesha-
Ozaukee-Washington
Workforce Develop-
ment Board has com-
pleted its Workforce
Investment Act (WIA)
2009 Local Plan adden-
dum that addresses
how service will be
delivered using funds
from the American
Recovery and Reinvest-
ment Act of 2009. A
copy of the plan is
available for review
and written comment
for 30 days at the
Workforce Develop-
ment Center, 892 Main
Street, Pewaukee WI
53072 and online at
www.wowwdb.org
beginning June 1st. Any
questions or comments
should be directed to
Kathy Bink at
262-695-8042 or kbink@
wctc.edu by July 1st.

Product

Journal Sentinel::All

Online::All

Run Dates

05/28/2009

05/28/2009

Milwaukee Journal Sentinel Order Confirmation

Ad Order Number

0003323864

Customer

W O W WORKFORCE DEVELOPMENT INC

Payer Customer

W O W WORKFORCE DEVEL

Tear Sheets

0

Sales Rep.

bbuchana

Customer Account

1003173

Payer Account

1003173

Blind Box**Order Taker**

bbuchana

Customer Address892 MAIN ST STE A,attn: WIRED
Pewaukee WI 53072 USA**Customer Phone**

(262)695-7800

Payment Method**PO Number****Customer Fax****Total Amount**

\$90.92

Invoice Text:

The Waukesha- Ozaukee-
Washington Workforce
Development Board
has completed its
Workforce Investment
Act (WIA) 2009 Local
Plan. A copy of the plan
is available for review
and written comment
for 30 days at the
Workforce Develop-
ment Center, 892 Main
Street, Pewaukee WI
53072 and online at
www.wowwdb.org.
Any questions or com-
ments should be direct-
ed to Kathy Bink at
262-695-8042 or
kbink@wctc.edu by
June 1st.

Placement: Public Notice - 101 - 180
Classification: 140-Special Notices
Sort Text: THEWAUKESHAOZAUKEEWASHINGTONWC
Color: <NONE>
Products: Journal Sentinel::All
Ad Size : 1.0 X 21 cl

Product

Journal Sentinel::All

Online::All

Run Dates

04/30/2009

04/30/2009

Form A
Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE
AN INTEGRAL PART OF THE CERTIFICATION**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Francisco Sanchez, President WOW Workforce Development, Inc
Name and Title of Authorized Representative

Signature

June 1, 2009

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Form B
CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE
AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<u>WOW Workforce Development Inc.</u>	<u>WIA Title I-B</u>
Grantee/Contractor Organization	Program/Title
<u>Francisco Sanchez</u>	<u>June 1, 2009</u>
Name of Certifying Official	Date
Signature	

*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB)

American Recovery and Reinvestment Act (ARRA)
Youth Service Providers
Form C

Youth Service Provider	Contact Information	Services Provided	Est. Number of Youth Served in Summer of 2009 (ARRA Only)	Est. Number of Youth Served in Year-Round Activities (ARRA)
WOW Workforce Development, Inc	Francisco Sanchez President 262-695-7888	Case management Work experience	250	0

ARRA Quarterly Enrollment and Budget Summary

WDA 3

x_Adult _ _ Dislocated Worker Program

Admin	Program	Qtr 1 6/30/2009	Qtr 2 9/30/2009	Qtr 3 12/31/2009	Qtr 4 3/31/2010	Qtr 5 6/30/2010	Qtr 6 9/30/2010	Qtr 7 12/31/2010	Qtr 8 3/31/2011	Qtr 9 6/30/2011
All figures are cumulative										
ARRA Funded Activities										
	Total Participants	20	30	50	75	100				
	Receiving Intensive Services	20	30	50	75	100				
	Enrolled in Training	7	10	15	25	30				
	Occupational Classroom	5	15	18	23	25				
	OJT	1	2	3	4	5				
	Customized (Employer Based)	0	0	0	0	0				
	Receiving Supportive Services	2	4	6	8	10				
	Receiving Needs Related Payments	0	0	0	0	0				
	ARRA Program Expenditures									
	Core and Intensive Services	\$4,928	\$16,975	\$28,748	\$39,426	\$49,283				
	Training	14,592	50,919	76,378	101,838	127,297				
	Supportive Services	395	1,530	2,295	3,060	3,826				
	Needs Related Payments	0	0	0	0	0				
	ARRA Administrative Expenditures	1,769	6,923	11,479	16,036	20,045				
	TOTAL ARRA Expenditures	21,684	76,347	118,900	160,360	200,451				

ARRA Quarterly Enrollment and Budget Summary

___Adult___x___Dislocated Worker Program

WDA ___3___

All figures are cumulative

ARRA Funded Activities

Total Participants

Receiving Intensive Services

Enrolled in Training

Occupational Classroom

OJT

Customized (Employer Based)

Receiving Supportive Services

Receiving Needs Related Payments

ARRA Program Expenditures

Core and Intensive Services

Training

Supportive Services

Needs Related Payments

ARRA Administrative Expenditures

TOTAL ARRA Expenditures

Admin	Program	Qtr 1 6/30/2009	Qtr 2 9/30/2009	Qtr 3 12/31/2009	Qtr 4 3/31/2010	Qtr 5 6/30/2010	Qtr 6 9/30/2010	Qtr 7 12/31/2010	Qtr 8 3/31/2011	Qtr 9 6/30/2011
		40	60	100	150	200				
		40	60	100	150	200				
		30	40	50	60	70				
		20	26	36	41	46				
		2	4	8	11	14				
		0	0	0	0	0				
		2	4	6	8	10				
		0	0	0	0	0				
		\$13,072	\$45,025	\$76,252	\$104,574	\$130,717				
		39,113	136,491	204,737	272,982	341,228				
		670	2,600	3,900	5,200	6,500				
		0	0	0	0	0				
		4,692	18,359	30,444	42,528	53,161				
		57,547	202,475	315,333	425,284	531,606				

WDA
3

ARRA Quarterly Enrollment and Budget Summary - Youth Program

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
		6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
ARRA Funded Activities										
	Total Participants	190	250	250	250	250	250			
	Enrolled in Work Experience	190	250	250	250	250	250			
	Receiving ABE/GED/Work Ready	190	250	250	250	250	250			
	Receiving Supportive Services	35	40	40	40	40	40			
	Receiving Stipends	0	0	0	0	0	0			
	ARRA Program Expenditures	\$122,190	\$488,761	\$488,761	\$488,761	\$488,761	\$488,761			
	Youth Wages & Stipends	84,133	338,633	338,633	338,633	338,633	338,633			
	Training (ABE/GED/Work Ready)	36,057	145,128	145,128	145,128	145,128	145,128			
	Supportive Services	2,000	5,000	5,000	5,000	5,000	5,000			
	ARRA Administrative Expenditures	22,102	44,204	54,306	54,306	54,306	54,306			
	TOTAL ARRA Expenditures	\$144,292	\$532,965	\$543,067	\$543,067	\$543,067	\$543,067			

All figures are cumulative

ARRA Back-up Budget			
<u> x </u> Adult	<u> </u> Dislocated Worker	WDA	<u> 3 </u>
	Administration	Program	Total
Staff Salaries	\$11,675	\$28,135	\$39,810
Staff Fringe Benefits	4,437	10,691	15,128
Staff Travel	452	1,694	2,146
Communications	192	828	1,020
Facilities (rent, utilities, maintenance)	997	4,293	5,290
Office Supplies	459	1,979	2,438
Testing and Instructional Materials	0	0	0
Equipment			
Use/Depreciation	0	0	0
Purchase	0	0	0
Lease	0	0	0
Training			
Classroom (tuition, books, fees, etc.)	0	52,000	52,000
OJT Reimbursements	0	10,500	10,500
Customized Training	0	0	0
Supportive Services	0	3,826	3,826
Needs Related Payments	0	0	0
Audit costs	1,833	0	1,833
Contracted Services	0	66,460	66,460
Total	20,045	180,406	200,451

Adult ____ x ____ Dislocated Worker

WDA 3

	Administration	Program	Total
Staff Salaries	\$30,965	\$77,635	\$108,600
Staff Fringe Benefits	11,766	29,501	41,267
Staff Travel	1,198	4,674	5,872
Communications	510	2,283	2,793
Facilities (rent, utilities, maintenance)	2,643	11,835	14,478
Office Supplies	1,218	5,452	6,670
Testing and Instructional Materials	0	0	0
Equipment			
Use/Depreciation	0	0	0
Purchase	0	0	0
Lease	0	0	0
Training			
Classroom (tuition, books, fees, etc.)	0	161,500	161,500
OJT Reimbursements	0	32,000	32,000
Customized Training	0	0	0
Supportive Services	0	6,500	6,500
Needs Related Payments	0	0	0
Audit costs	4,861	0	4,861
Contracted Services	0	147,065	147,065
Total	53,161	478,445	531,606

ARRA Back-up Budget Youth			
WDA <u>3</u>			
	Administration	Program	Total
Staff Salaries	31,876	34,960	66,836
Staff Fringe Benefits	12,113	2,800	14,913
Staff Travel	825	1,856	2,681
Communications	567	306	873
Facilities (rent, utilities, maintenance)	2,940	4,144	7,084
Office Supplies	1,355	2,934	4,289
Testing and Instructional Materials	0	0	0
Equipment	0		
Use/Depreciation			
Purchase			
Lease			
Training and Services			
Wages & Stipends	0	270,733	270,733
ABE/GED/Work Ready	0	116,028	116,028
Supportive Services		5,000	5,000
Audit costs	4,630	0	4,630
Contracted Services		50,000	50,000
Total	54,306	488,761	543,067

ARRA Staffing
Plan

 x Adult Dislocated Worker Youth WDA 3

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
President	\$12,678	.274	12	\$4,165
Controller	7,654	.274	12	2,515
Program Manager	6,219	.684	12	5,109
Program Coordinator	5,023	.274	12	1,651
Clerical Support (2)	4,066	.548	12	2,672
Administrative Staff Total	\$ 35,640			\$ 16,112
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Case Manager	4,061	.2448	12	11,925
Business Service Manager	5,502	.266	12	1,756
Business Service Rep	4,545	.1330	12	7,253
Marketing Manager	5,502	.798	12	3,207
Clerical Support (2)	3,349	.665	12	4,963
Program Manager	6,219	.1064	12	4,887
ITA Coordinator	3,827	.825	12	3,079
Program Assistant	3,112	.266	12	1,756
Program Staff Total	\$ 36,117			\$38,826
Staffing Total	\$71,757			\$54,938

ARRA Staffing
Plan

___ Adult x ___ Dislocated Worker ___ Youth WDA ___ 3 ___

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
President	\$12,678	.726	12	\$11,048
Controller	7,654	.726	12	6,670
Program Manager	6,219	.1816	12	13,549
Program Coordinator	5,023	.726	12	4,377
Clerical Support (2)	4,066	.1452	12	7,087
Administrative Staff Total	\$ 35,640			\$42,731
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Case Manager	4,061	.6752	12	32,905
Business Service Manager	5,502	.734	12	4,846
Business Service Rep	4,545	.3670	12	20,016
Clerical Support (2)	3,349	.2202	12	8,849
Program Manager	6,219	.1835	12	13,694
ITA Coordinator	3,827	.2936	12	13,484
Program Assistant	3,112	.2275	12	8,496
Marketing Manager	5,502	.734	12	4,846
Program Staff Total	\$ 36,117			\$107,136
Staffing Total	\$71,757			\$149,867